

Opening Date: February 15, 2022
Closing Date: Open Until Closed
Work Location: Austin, Texas
Posting Number: 22-52
Monthly Salary: \$6,250.00 - \$7,584.00*
Group/Class: B25/1960
Travel %: 5%
Division/Department: Finance/Procurement & Contract Services
Number of Positions: 1
***Salary commensurate with experience and qualifications**

JOB VACANCY NOTICE

Contract Administration Manager I (Purchasing Manager)

*Texas Water Development Board, Stephen F. Austin Building
1700 North Congress Ave., Room 670, Austin, Texas 78701
Please contact Human Resources for accommodation requests.
Phone: (512) 475-2142
Apply at: Work in Texas www.workintexas.com OR
HR@twdb.texas.gov*

The Texas Water Development Board (TWDB) endorses telecommuting and hybrid workplace plans, in addition to other flexible work alternatives. We offer competitive compensation and benefits package including medical, dental, vision, 401(k), flexible spending, and flexible work hours so you can have a work/life balance!

For more information about these benefits and more visit: <http://www.twdb.texas.gov/jobs/benefits.asp>.

Veteran's Preference

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 36A, 6C0X1, 64PX or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at [Military Crosswalk Guide](#).

Job Description Summary

Performs advanced (senior-level) procurement, purchasing, contract administration, management, and monitoring work administering daily operations and activities of the Texas Water Development Board's Procurement and Contract Services Division. Responsible for assisting in the planning, coordination, and supervision of Division staff. Develops and administers procedures designed to comply with appropriate regulations relating to the administration of agency procurement functions. Work involves establishing goals and objectives. Developing guidelines, procedures, policies, rules, and regulations. Developing schedules, priorities, and standards for achieving established goals. Coordinating and evaluating team. Assigns and/or supervises the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Reports to the Director of the Procurement and Contract Services Division.

Essential Job Functions

- Oversees the procurement process for purchases of goods and services.
- Develops and maintains purchasing program guidelines, procedures, policies, rules, or regulations.
- Develops and maintains procurement policies, procedures, standards, and plans.
- Develops short-term and long-term strategies and goals for the administration and management of procurement services.
- Conducts needs assessments to determine requirements for the purchase of services and recommends the development of new contracts as necessary.

Female and minority applicants are encouraged to apply.

The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, sexual orientation, age, or disability in employment or provision of services, programs, or activities.
Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

HR-002 (Supervisory)
Revised 06/26/2020



The TWDB is in compliance with the Americans with Disabilities Act and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment, please contact the Human Resources Division for assistance at (512) 475-2142. Deaf and hard of hearing applicants may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

Job Vacancy Notice (cont.)

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- Coordinates and analyzes procurement documents, bid evaluation instruments and may chair bid evaluation committees.
- Conducts needs assessments, reviews contract service needs to determine renewal considering contractor performance, Texas Water Development Board (TWDB) policies, and maintains all pertinent information and documentation in procurement files.
- Coordinates staff work priorities in processing.
- Develops and oversees regular and ad-hoc procurement and contracts-related reports, including legislative, HUB and regular reports to be provided to the agency's board.
- Oversees the operations and activities of monitoring contract performance, including developing and tracking key metrics.
- Identifies training needs and provides training and technical assistance to requisitioners and contract managers or other TWDB staff during various phases of the procurement process in order to comply with policies, regulations, and other contract-related requirements.
- Coordinates with Procurement and Contract Services staff, the development, promotion, and reporting requirements of the TWDB HUB Program.
- Prepares related reports, corrective actions, and conducts follow-up monitoring and maintains all pertinent information and documentation in each contract file.
- Serves as an advisor to agency staff on procurement needs, challenges, responsibilities, and expectations, and works closely with program areas.
- Works closely with budget and accounting staff to resolve financial audit exceptions (proper payment adjustments).
- Develops short-term and long-term strategies and goals for the administration, management and monitoring of purchase orders and assigned contracts.
- Plans, develops, and conducts presentations.
- Evaluates contracts and purchase orders, including the development of evaluation instruments, and makes recommendations for continuing, modifying, or canceling contracts and purchase orders.
- Evaluates and recommends new or enhanced technologies to support Division and agency procurement and contracting process efficiencies.
- Provides effective leadership and management.
- Manages assigned project activities within the team, providing technical direction and guidance.
- Monitors and reports work activities.
- Authorizes team hiring, separations, disciplinary actions, and employee performance rewards.
- Assigns job duties, conducts performance evaluations, clarifies roles and responsibilities, and monitors and measures performance against goals.
- Evaluates performance and recommends and leads improvements.
- Supports administrative requirements related to organization, budget, and personnel.
- Ensures the provision of quality customer service to both internal and external stakeholders.
- Manages the performance of direct reports, to include, timely completion of performance appraisals, and follow-through on disciplinary actions as needed.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

Minimum Qualifications

- Graduation from an accredited four-year college or university with major coursework in Business, Public Administration, Law, or a related field.
- One to two years of progressively responsible managerial experience.
- One to two years of experience with State of Texas procurement, purchasing, and contract administration.
- Relevant education and experience can be substituted on a year-for-year basis.

Preferred Qualifications

- Certification as a Certified Texas Contract Developer (CTCD) and/or Certified Texas Purchasing Manager (CTPM) or the ability to obtain certification within three months of employment.
- Three years of experience with the preparation, processing, and administration of procurement functions, including requisitions, purchase orders, grant agreements, and/or contracts.
- Three years of experience with the State of Texas conducting contract administration and or procurement management.
- One or more years of experience using the State of Texas Purchasing module within the Centralized Accounting and Payroll/Personnel System (CAPPS).
- One or more years of experience with Texas Water Development Board programs.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to procurement, contracting and purchasing; and of the principles and practices of public administration and management.
- Knowledge of negotiation strategies and techniques, of contract administration and cost monitoring for large scope or high-dollar contracts.
- Knowledge of systems and procedures used to evaluate a third-party vendor's performance.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- Knowledge of the administration of federal and state funds.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Skills in using Adobe, DocuSign, Microsoft Office programs such as Word, Excel, Outlook, SharePoint, Teams, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and in order with infrequent errors.
- Ability to complete assigned tasks and projects in a timely manner and persists until tasks are completed.
- Ability to interpret policies, procedures, and regulations.

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- Ability to provide prompt, courteous and accurate assistance, and clear and concise communication to agency staff, as well as to employees of other political entities and the public both verbally and in writing.
- Ability to work with others in a team environment and cooperate with supervisors, co-workers, and others.
- Ability to manage multiple tasks and schedule work to maintain regular progress on assignments and meet deadlines.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel less than 5% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed eight hours, including early mornings, nights, and weekends.
- Ability to train others.
- Ability to assign and/or supervise the work of others.
- Ability to maintain confidential financial, personnel and agency information.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.